



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date 5/31/73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received JUN 8 1973	Date Completed JUN 18 1973
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Highways - Pre-Construction Section Office of Bridge Design No. 2 Capitol Square Atlanta, Georgia		4. Person to Contact Lee Potter	
		5. Working Title Civil Engineer V	6. Tel. No. 656-5284

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.

☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

1899 - To Date

9. Exact Series Title

Bridge Inventory File

10. What is the function of the office in which this record series is created

The Division of Highways is responsible for the planning, location, design, construction and maintenance of all roads and bridges on the state highway system. This includes: highways and bridge construction, the inspection and testing of materials used in building and maintaining highways, issuing permits and enforcing compliance of overweight and over-dimensional rules and regulations for the movement of vehicles on the state highway system, acquisition of all rights-of-way, vehicular and pedestrian traffic control, location and aerial surveys, preparation of construction plans and specifications, and the location of public utilities as related to the state highway system.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to an inventory of the physical capabilities of all bridges. This data is used in routing trucks over the state highway system.

Included is: Bridge Inventory Card (HD 424)

The series is filed in two groups, state routes and interstates. Bridges on state routes are arranged by county and thereunder by state route number. Bridges on interstates are arranged by project number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers				1	1.0
Legal-size File Drawers			Floor Space Occupied (Square Feet)	6	
6 - 10 1/2 x 24 1/2 x 24 Post Index Rapid File	108	20.9		This Year's	Last Year's
			AVERAGE DAILY REFERENCES	30	30
				30	30

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [X] []
14. Is there a duplication of this series in another office or agency? [X] []
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. [] [X]
16. Does the series contain classified information requiring security handling? [] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
18. Could the function be performed if the files were lost or destroyed? [X] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [X] []
21. Does the record series contain documentation produced as EDP printout? [] [X]
22. Has the Federal Government issued instructions governing retention/disposition of these files? [] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [X] []

24. REQUIREMENTS. The following requires the files to be kept indefinitely ~~years~~

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each
- [] CALENDAR YEAR -[] FISCAL YEAR -[X] Other The series is continually updated; there is not an effective cut-off date.
- [] Hold in the current files area month(s)/ year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold year(s):
- [] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [X] Other: (Specify)

Hold in current files area until obsolete, superseded or no longer needed for reference; then ~~destroy~~. places in inactive file, note to archives at end of each calendar year.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Office *M. Bradford* 5/31/73

26. Recommendations		[] Approved	[] Disapproved	Head of Agency/Designee	Date
in Paragraph	State	[X] Approved	[] Disapproved	<i>William M. Hylton</i>	5/31/73
	Records	[X] Approved	[] Disapproved	<i>Carroll Hart</i>	6-7-73
	Committee	[X] Approved	[] Disapproved	<i>W. H. Hylton</i>	6-7-73